

CHAPTER 4

MODES OF TRANSPORTATION

4-1. Government Conveyance. Chapter 2, Part B, Volume 2, JTR, governs the control of use of Government conveyance.

4-2. Privately Owned Conveyance.

a. Chapter 2, Part D, Volume 2, JTR, prescribes procedures to be used when authorizing the use of a privately owned conveyance.

b. Individuals who are authorized the use of privately owned airplanes for TDY will include in travel orders a certification by the pilot that he/she and the aircraft to be used meet all applicable Federal Air Regulations with respect to the pilot qualifications and currency and aircraft air worthiness requirement.

c. All non-military aircraft authorized for use by individuals on TDY shall, at a minimum, be equipped with a two-way radio.

d. If other official passengers are to be carried, both the pilot-in-command and the aircraft to be used shall meet the requirements set forth in Federal Air Regulations, Part 135 for air taxi.

e. Only those chartered air taxi operators holding the Standardized Tender of Service for Passenger Air Transportation by Chartered Air Taxi Service, approved by HQ Military Traffic Management Command, may be used for movement of personnel. Arrangement for charter air taxi will be made with Ask Mr. Foster Travel Services.

4-3. Rental Cars.

a. When it is determined that an automobile is required for official travel, commercial rental car companies under agreement with the Military Traffic Management Command (MTMC) should be used. However, travelers may rent vehicles direct from commercial companies. This applies to travelers who travel to their destination by common carrier, e.g., airplane, train, or bus and would customarily rent a vehicle for local transportation in the destination area. Government furnished automobiles will continue to be used in isolated areas where commercial rental contractors are not available.

OM 55-1-1
31 Jan 90

b. When an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty a Government-furnished automobile is the first resource. If Government-furnished automobile is unavailable commercial rentals may be used.

c. Special conveyances, such as rented or hired automobiles, taxis, boats, aircrafts, livery or other means of transportation, may be utilized by travelers in a TDY status if the use of such is authorized.

d. Travelers authorized to use a commercial car rental may:

(1) Make reservations preferably with Ask Mr. Foster, but may rent directly from the rental car agency.

(2) Use personal credit cards.

e. Reimbursement for official use of the car will be claimed on DD Form 1351-2, Travel Voucher or Subvoucher. An itemized statement of costs will be attached to the travel voucher.

f. Except for general officers, DD Form 1351-2 will include a statement that the entire use of a rented vehicle was for official business. If an automobile has been used partially for nonofficial business, all travelers, except general officers, will furnish a specific itinerary and mileage for all nonofficial use. General officers may furnish only the total nonofficial miles.

g. Insurance. Travelers on official business are not subject to any fee for Collision Damage Waiver, and in the event of an accident, will not be subject to any collision damage responsibility (see the Federal Travel Directory for participating car rental agencies). Personal Accident Insurance or Personal Effects Coverage may be offered to the traveler but are not a prerequisite for renting a vehicle. When renting from companies not participating in the Military Traffic Management program, standard Collision Damage Waiver practices will apply. Reimbursement for the cost of purchasing extra collision insurance when official travel is performed wholly within the continental United States, Alaska, Hawaii, Puerto Rico, or the territories and possessions of the United States is prohibited.

4-4. Administrative Approval for Civilian Use of Privately Owned Automobile Not Approved in Advance of Travel.

a. In those cases where a civilian employee on official business elects to use a privately owned automobile and has not secured approval in advance of travel the travel approving official (see Delegated Authorities) may exercise administrative approval on the reverse of DD Form 1351-2 to approve this mode of transportation (Figure J-9, Appendix J).

b. Administrative approval is limited to those allowances specified in Chapter 4, Part N, Volume 2, JTR.

4-5. Use of Travel Agencies. Travel agencies under contract to the US Government will be used to secure passenger transportation. The provisions prescribed in subparagraphs a and b below apply only to use of travel agencies not under contract to the US Government.

a. Travel agencies will not be used to secure any passenger transportation services:

(1) Within the 50 states, the District of Columbia, Canada or Mexico;

(2) Between the 50 states, the District of Columbia, Canada, or Mexico;

(3) From the 50 states, the District of Columbia, Puerto Rico, the Canal Zone, or the territories and possessions of the United States;

(4) Between the 50 states or the District of Columbia and Puerto Rico, the Canal Zone, or the territories and possessions of the United States;

(5) Between and within Puerto Rico, the Canal Zone and the territories and possessions of the United States.

b. If an employee is not aware of the above procedures and purchases transportation for official travel with personal funds from a travel agent, he/she will be reimbursed the amount paid not to exceed the cost which would have been incurred if the transportation had been purchased directly from a commercial carrier. In such cases, employees will be advised that recurrence of such use of travel agents will result in denial of any reimbursement for the transportation procured unless it can be demonstrated that he/she had no alternative.

OM 55-1-1
31 Jan 90

4-6. Aviation Support.

a. Requests for air transportation utilizing USACE/Army aircraft will be made through CELD-T, ext 20849. Requests should be made not later than 15 days prior to anticipated departure.

b. Requests will include the following applicable priority category code:

(1) Priority 1 is emergency airlift in direct support of operational forces or for lifesaving purposes.

(2) Priority 2 is official business airlift of personnel or cargo with schedule or delivery constraints not satisfied by any other mode of travel.

(3) Priority 3 is other official business airlift of passengers or cargo that requires the carrying of classified material for missions not accommodated by mail or the Armed Forces Courier Service.

(4) Priority 4 is airlift that requires the conduct of official business at a destination or while en route by a group or team. This priority is used when members of the group must travel or arrive together and this cannot be done by other modes of transport.

(5) Priority 5 Is official business airlift shown to be less than any other mode of travel and that satisfies scheduling or delivery constraints. Requests under this priority will be supported only when cost-effective.

4-7. Unused Accommodations.

a. When a traveler finds that he/she will not use accommodations which have been reserved for them, the traveler must release them within the time limits specified by the carrier. Failure of the traveler to take such action may subject them to liability for any resulting losses.

b. Travelers may keep payments received from a carrier for voluntarily vacating a seat on an overbooked flight and taking a later flight. However, no additional per diem may be paid as a result of the delay in the traveler's return. If the traveler Incurs additional travel expenses as a result of voluntarily giving up the seat, beyond those which would normally have been Incurred, such additional expenses are not the responsibility of the Government.

c. In contrast to subparagraph b, if a traveler is involuntarily denied boarding on an overbooked flight, compensation for the denied seat is due to the Government. Therefore, if the airline pays the employee directly for such denied boarding, the traveler must relinquish that payment to the Government, with the travel reimbursement voucher.

d. A traveler should not voluntarily give up a reserved seat if it would impinge upon the performance of official duties.

e. If the employee's travel is delayed as a result of voluntarily giving up reserved space, the employee will be charged annual leave for the additional hours.

f. When transportation is furnished which is inferior to that shown on the ticket or when a journey is terminated short of the destination specified on the transportation request and/or ticket, the traveler will request a refund certificate or application from the air carrier.